



OFFICE OF BUSINESS & WORKFORCE DIVERSITY

AUGUST 2008

Caterpillar Hosts 2008 Build Your Future Conference



Pictured are OBWD's staff at Caterpillar's Build Your Future Conference.

The 2008 Build Your Future conference was recently hosted by Caterpillar (CAT) at their Demonstration and Learning Center in Peoria, Illinois. This first annual conference, a joint venture between Caterpillar and IDOT, focused on providing business tips to Disadvantaged Business Enterprise (DBE) firms. Along with networking opportunities, the conference provided DBE contractors and consultants invaluable information to assist their businesses growth and success. Workshop topics included Starting a Business, Hiring and Retention, Job Safety (OSHA), Planning and Promoting Your Business and Managing Financial Aspects of Your Business. Information was also provided on various ways (renting, leasing and purchasing options) to build your equipment fleet and how to care for it as well.

Paul Moreno, owner of Millennia Professional Services of Illinois, Ltd., shared his success story as a DBE consultant and tips that helped him grow his business. Paul started as a sub-consultant and is now doing IDOT projects as a prime consultant. One of the areas his presentation touched upon was controlled growth; growth that is too fast and without a deliberate plan is not necessarily beneficial.

Following lunch, participants spent time in CAT's Demonstration Arena viewing product demonstrations. Several took the opportunity to actually drive machinery and/or simulators. Conference participants' names were also entered in a drawing and Herman Johnson, the owner of J&J Construction and Excavating Inc., a DBE construction firm from Peoria, Illinois, won two weeks' use of a CAT skid loader.

CAT and IDOT look forward to planning next year's event.



STANLEY MOORE

APPOINTED TO SERVE AS ACTING DIRECTOR OF IDOT'S OFFICE OF BUSINESS & WORKFORCE DIVERSITY



As a key member of the Transportation Secretary's cabinet, Mr. Moore works to ensure that diversity guidelines are implemented in all of IDOT's projects, programs, and contractual services. Mr. Moore's professional experience spans government, civic and community based organizations, including Director of Development at the Henry Booth House, as well as Division Director of the United Way of Chicago. During his tenure at the United Way, Mr. Moore oversaw more than \$10 million in charitable giving, cultivated new funding streams for the organization, and developed educational workshops for corporate sponsors which served as a model for in-house solicitations for corporations throughout metropolitan Chicago. Prior to working in the non-profit sector, Mr. Moore served as Legislative Budget Analyst for Illinois Senate President, Emil Jones, Jr., where his responsibilities included researching and reviewing background data for the Senate Appropriations Committee. Mr. Moore received his B.A. in Political Science from Southern Illinois University. He resides in Chicago with his wife, Lisa, and daughters, Alexis and Tyler.

OFFICE OF BUSINESS & WORKFORCE DIVERSITY

MISSION STATEMENT

To foster equal opportunity for minority-owned, woman-owned and other disadvantaged small businesses in IDOT's federal and state-funded highway, transit and airport contracts.

To provide commitment in support of Equal Employment Opportunities and non-discrimination in all personnel policies, practices, privileges and benefits of the workplace and in delivery of services.



THE SECRETARY OF TRANSPORTATION CONGRATULATES THE ON-THE-JOB TRAINING GRADUATES

Sponsored by IDOT in partnership with United Services of Chicago (USOC), the OJT program provides classroom and on-site training in construction and engineering to IDOT Districts 1 and 8 area residents. These graduates worked on various projects in both districts, including the Dan Ryan reconstruction project. Members of this year's OJT graduating class in District 1 and 8 completed an intensive six-months or 1,000 hours of training. To qualify for the program, applicants underwent a screening process that included aptitude testing and interviews by USOC personnel, as well as interested engineering firms.

The On-the-Job (OJT) enrollees participated in two of Illinois Department of Transportation's very important specific task training courses, Documentation Certification and Concrete Testing. The Specific Task Training Program (STTP) provides training opportunities in subjects directly related to IDOT projects. The courses are designed to convey the latest in regulations and techniques for each "specific task" and ensures that participants can utilize the skills that are required for completion of upcoming projects and future job assignments.

Documentation certification is required for consultants to become pre-qualified with the Department to perform construction inspection (Phase III) work. Construction Inspection consists of staking, material testing and inspection, documentation of materials and quantities, record-keeping and enforcement of specifications applicable to a contractor's work on construction projects.

The purpose of this class is to provide students with the ability to document contract quantities in compliance with state and federal standards. The class covered project diary



entries, quantity book preparation, cross-reference system, extra work reports, measurement and calculation of pay items for pay quantities occurring in road and bridge plans.

The concrete testing course taught participants how to sample the mixture. These procedures include how to take the temperature, slump and air content test and to compare with the standard specifications. The course also taught the participants how to make strength and static segregation specimens for testing. Other tasks taught were monitoring truck revolutions and haul time.

Overall, the OJT enrollees performed well with these two courses and gained valuable knowledge needed to be successful in Phase III consulting. These are the same courses that all IDOT Resident Engineers and Technicians must attend and pass in order to manage a construction contract.

A significant number of participants obtained the passing score. Subsequently, several of the OJT enrollees were hired full time with some of the Phase III consultants.



Pictured are members of IDOT & USOC staff, along with participants of the D8 OJT training course at the recent graduation ceremony hosted in East St. Louis

IDOT TO ROLL-OUT PILOT “CONSTRUCTION TRADES PREPARATORY PROGRAM”

By Michael McMillan, Staff Assistant, OBWD Chicago Central Office

The Construction Trades Preparatory Program (CTPP) calls for IDOT and its partners to identify, train and place skilled workers in jobs to meet the demands of the department's highway construction. Instead of developing entirely new systems to build a qualified labor pool, the plan maximizes the use of existing resources. Whenever possible, best practices and lessons learned from around the country will be incorporated into the implementation efforts. The Illinois Department of Transportation (IDOT) has conferred with several other State Transportation Authorities with similar successful programs, which include: North Carolina Dept. of Transportation, Colorado Dept. of Transportation, and Indiana Dept. of Transportation. Accountability measures are built into the plan through various monitoring and reporting functions.

Community College System

An Inter-Governmental Agency Agreement between IDOT's Office of Business & Workforce Diversity (OBWD) and the Illinois Community College Board (ICCB), will allow ICCB to administer and implement a standard CTPP curriculum across the pilot districts. The curriculum is based upon an existing construction trades course developed with assistance from various local trade unions around the state. Recruitment and case management assistance will be provided by community based organizations.

Workforce Pilot Project

The program is a 4-year pilot that is being implemented in Districts 2, 4, 5, 6 and 9. A standard IDOT approved curriculum will be utilized in all pilot districts.

Program Evaluation

Evaluation of the pilot program will focus on two outcomes:

- 1) increasing apprenticeship and training opportunities and
- 2) the development of a qualified labor pool. Both outcomes will address two central questions: a) how successful were we in increasing the number of women and minorities in the contracting workforce and b) how successful were we in expanding the use of apprentices.

Qualified Labor Pool Development

Evaluation of the qualified labor pool development determines whether the plan achieved its performance and outcome measures by demonstrating that a qualified, skilled, and diverse labor pool was produced. The desired outcome is that participants will obtain and maintain construction trade jobs.

In evaluating the success of the qualified labor pool development, the program will measure the percentages of minorities and women in the total workforce recruitment pool, measured against pre-program percentages; with an emphasis on placement.

CREDIT RESTORATION SEMINAR

An IDOT supportive services consultant, Nathaniel Adams of Transportation Management Consulting Services, hosted a Credit Restoration Seminar in February at the Resource Center in East St. Louis. A representative from 1st Illinois Bank, Richard Coolbaugh, and First Bank, Patricia Hummert, gave a powerpoint presentation and discussed how to restore, establish and maintain a good credit score.



D8 DBEs listen as Richard Coolbaugh speaks at the Credit Restoration Seminar

DISTRICT 2 UPDATE

By Fred Marruffo, OBWD District 2 Contract Compliance Coordinator

Thus far in 2008, District 2 has had eight workshops held at the EIGER Lab. The EIGER Lab is a small business incubator located in Rockford, which is an excellent facility for holding workshops, as there are various agencies in the lab whose specialty is working with small businesses. Workshops held this year were Prime Contractor/Subcontractor Networking; How to Prepare a Force Account Bill/The Importance of Good Documentation; How to Develop Your Estimate/How to Bid on IDOT Projects; How to Secure Financing and Bonding; How to Navigate the IDOT Website/Download Plans and Specs; How to Select and Implement an Accounting Software Program; Mentor-Protégé Program/Small Business Initiative and IDOT DBE Certification/Pre-Qualification.

On March 5, District 2 also held a meeting with DBE and non-DBE trucking firms and IDOL to discuss the impact of the New Employee Classification Act. There

were 35 people in attendance and many questions and concerns were raised about this new law and how it will impact truckers, in particular our DBE truckers. As of November

2007, District 2 had 23 DBE certified firms and 14 of those firms are trucking companies. These companies are now faced with trying to comply with a law that went into effect on January 1, 2008. In addition to seeking more information on the Act, the District is being proactive in suggesting that firms look at diversifying into other areas of work and several are considering the mentor-protégé program as an avenue to accomplish that. One of our DBE trucking firms is now certified in landscaping and secured a contract on the March 7, 2008 Letting.



January 9, 2008 Prime/Subcontractor Networking Session in District 2.

DISTRICT 8 UPDATE

By Lee Coleman, OBWD District 8 Contract Compliance Coordinator

Illinois Department of Transportation and Southern Illinois University at Carbondale (SIUC) officials recently met in District 8 to discuss finalizing a proposed inter-governmental agreement between IDOT and SIUC for a construction preparatory program that was mandated by a memorandum of understanding (MOU) signed by the Illinois Department of Transportation, Metro East Black Contractors Association (MEBCO), MOKAN, and the Department of Justice in June of 2005. The MOU contains 11 items that were agreed upon by all of the aforementioned parties. Item two of the MOU addressed the creation and operation of a construction preparatory program for District 8. IDOT pledged to spend \$400,000 per year for five years to support this initiative that will target St. Clair and Madison counties.

The curriculum for the proposed 8 week construction preparatory program is to provide work readiness, basic math skills, construction labor and trade exploration. IDOT's workforce training program is based on a model that was implemented by the Missouri Department of Transportation (MODOT) and MOKAN. The construction industry and

unions are both participants in MODOT's program and have been operating since 2000. District 8 officials are optimistic union and construction officials will follow MODOT's lead and support this initiative. According to MODOT director, the 8 week construction preparatory program has a placement rate of 75 percent for those who complete the program.

When the agreement between SIUC and IDOT is signed, the aforementioned parties have agreed to consider subcontracting with Southwestern Illinois College (SWIC) to be in charge of the curriculum and hiring qualified staff to teach the students. SWIC has an existing construction preparatory program similar to the one that IDOT is proposing.

SWIC has a proven track record for this type of training in District 8. IDOT feels that SWIC would be a "good fit" for the program that is being proposed for District 8.

With the announcement of the new Mississippi River Bridge, both parties have agreed to expedite their efforts to consummate an agreement.

DISTRICT 5 UPDATE

By Ronald S. Brown, OBWD District 5 Contract Compliance Coordinator

The IDOT Disadvantaged Business Enterprise Program is a statewide program that provides an opportunity for certified minority and women owned businesses that are “ready, willing, and able” to bid on projects in the Illinois highway transportation system. There are, however, some firms that are “willing,” but not necessarily “ready or able” to participate in the program for a number of reasons. Some firms have limited resources and capacity, others may lack experience bidding and performing on larger projects. There are some firms that focus primarily on private contracts, and may be interested in bidding on a public works project, but may feel that the IDOT material inspection procedures and the general documentation process is a daunting task to undertake. The City of Champaign Community Relations Department has recognized this hurdle facing some of the smaller contractors in the area and has taken on the challenge of administering their own DBE program for city funded projects. Working closely with the IDOT District 5 office, a comprehensive program was written, tailored to the needs of the Champaign minority contracting community. The City of Champaign DBE program is scheduled to begin as a pilot program available on a few projects sometime during the 2008 construction season. Participating in a program like the City of Champaign’s DBE program will give small minority or woman owned businesses an

opportunity to learn how public contracting works and will assist them in identifying how their firm can grow and build capacity.

Recruiting and retaining qualified minority and female employees has been an increasing challenge for contractors in District 5. One way IDOT is providing assistance is through our Supportive Services program. The Supportive Services consultants recruit potential candidates for highway construction apprenticeship programs, and provide initial screening and skill assessments of the candidates. During the initial screening, candidates are provided with information on the various apprenticeship programs available. In partnership with IDOT District personnel, Supportive Services also conducts workshops in the area to assist with the recruiting effort. Once a candidate has been screened and has selected an apprenticeship program to pursue, they are given guidance for the application process. Candidates that have been accepted into an apprenticeship are also monitored by Supportive Services in an effort to make sure that they start off on the right foot. Utilizing Supportive Services does not guarantee that a candidate will be accepted into an apprenticeship program, but their assistance can be a useful tool in making a decision whether a career in construction is the right one for them.

STUDENTS ENGAGED IN ENGINEERING PROGRAM

By Lee Coleman, OBWD District 8 Contract Compliance Coordinator

In an effort to be more active in the community, District 8 OBWD has partnered with the Career Coordinator at East St. Louis Sr. High to implement the Students Engaged in Engineering (SEE) Program. The purpose of this program is to expose minority students to the world of engineering. Our goal is to present math, science and engineering concepts in a fun and basic way through the use of guest speakers and field trips.

We currently have 41 students for the 2007-2008 academic year. In March, we took our SEE group to tour the National Great Rivers Museum and the Melvin Price Lock & Dam in Alton. The tour included a 30 minute film on the ‘Power of the River,’ over 20 interactive exhibits, and a guided tour of the lock structure which spans the Mississippi River.



Student Participants in D8 SEE's Program watch a demonstration at the National Great Rivers Museum.

The people who have helped to make the program successful are: Loretta Brock-Longstreet – Career Coordinator at East St. Louis Sr. High and IDOT Staff Kirk Brown, Deiedre Smothers, Antoniece Osman, Angela Blackburn, Doris Ramirez and Mary Smith.

SPECIAL NOTICE

CHANGE IN SUBMITTAL TIME FOR SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION

PA 95-0635 SUBSTANCE ABUSE PREVENTION PROGRAM (SAPP)

Effective January 1, 2008

Change in Submittal Time Effective August 1, 2008

This Public Act requires that all contractors and subcontractors have a SAPP,
meeting certain requirements, in place **before** starting work.

The contractor **must** submit their correctly completed SAPP Certification (Form BC 261)
to the District no later than the preconstruction conference.

The requirements of this Public Act are a material part of the contract, and the contractor shall require this provision
to be included in all approved subcontracts. The contractor shall submit the correctly completed SAPP Certification
(Form BC 261) for each subcontractor with the Request for Approval of Subcontractor (Form BC 260-A).

ILLINOIS DEPARTMENT OF TRANSPORTATION REGION and DISTRICT BOUNDARIES

Region 1

Diane M. O'Keefe

DISTRICT 1

Henry Gray

201 WEST CENTER COURT
SCHAUMBURG, ILLINOIS 60196-1096
PHONE: 847-705-4000

Region 2

George F. Ryan

DISTRICT 2

Fred Marruffo

819 DEPOT AVENUE
DIXON, ILLINOIS 61021-3546
PHONE: 815-284-2271

DISTRICT 3

Marco Maury

700 EAST NORRIS DRIVE
P. O. BOX 697
OTTAWA, ILLINOIS 61350-0697
PHONE: 815-434-6131

Region 3

Joseph E. Crowe

DISTRICT 4

Kati Bailey

401 MAIN STREET
PEORIA, ILLINOIS 61602-1111
PHONE: 309-671-3333

DISTRICT 5

Ron Brown

13473 IL Hwy. 133
P. O. BOX 610
PARIS, ILLINOIS 61944-0610
PHONE: 217-465-4181

Region 4

Roger Driskell

DISTRICT 6

Pam Simon

128 EAST ASH STREET
SPRINGFIELD, ILLINOIS 62704-4792
PHONE: 217-782-7301

DISTRICT 7

John Shrum

400 WEST WABASH
EFFINGHAM, ILLINOIS 62401-2699
PHONE: 217-342-3951

Region 5

Mary C. Lamie

DISTRICT 8

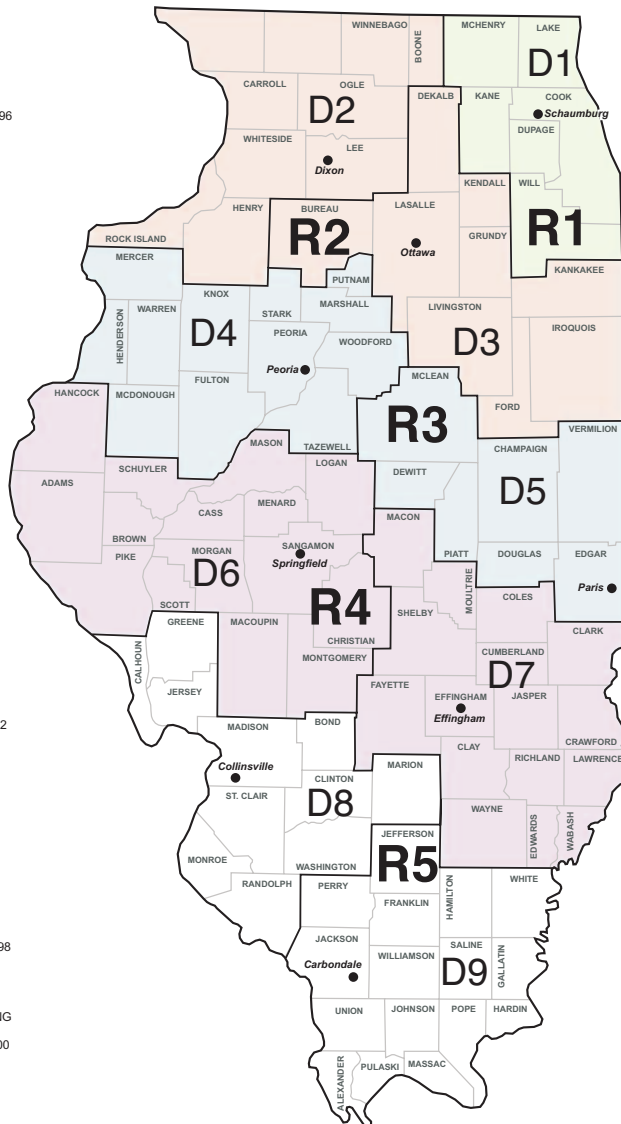
Lee Coleman

1102 EASTPORT PLAZA DRIVE
COLLINSVILLE, ILLINOIS 62234-6198
PHONE: 618-346-3100

DISTRICT 9

Delores Smith

STATE TRANSPORTATION BUILDING
P. O. BOX 100
CARBONDALE, ILLINOIS 62903-0100
PHONE: 618-549-2171





Illinois Department of Transportation

Office of Business and Workforce Diversity
2300 South Dirksen Parkway, Room 300
Springfield, IL 62764

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DIVERSITY

UPCOMING EVENTS

2008 Events

Climbing the Ladder to Success Returns

Planning is underway for OBWD's **2008 Winter Workshop Series**, Climbing the Ladder to Success. Workshop sessions will be held starting in late fall and the target audience will be DBE firms and other small businesses. The intent is to provide information to support the growth and development of these businesses, as well as providing pertinent information about doing business with IDOT. Don't forget to check the website www.dot.il.gov.

December 2, 2008 – Transportation Symposium
Chicago Hilton, 720 S. Michigan Ave., Chicago, Illinois

Please Forward any items of interest
or upcoming events to:

IDOT OBWD Newsletter
300 W. Adams, 2nd Floor, Chicago, IL 60606
or e-mail to: gloria.camarena@illinois.gov

2009 Events

Mark you calendar! The all-important, full-day session on IDOT Project Documentation, Plans & Specs with Material Certification have already been scheduled and the instructors are from IDOT's Bureau of Construction. Each session will be held at the District Office; the day will start at 9:00 AM and end at 4:00 PM, with lunch on your own.

January 6, 2009 – District 4
401 Main, Peoria, Illinois 61602

January 8, 2009 – District 8
1102 Eastport Plaza Drive, Collinsville, Illinois 62234

January 13, 2009 – District 1
200 West Center Court, Schaumburg, Illinois 60196

OBWD Phone Numbers

Springfield 217-785-5394
Chicago 312-793-2579

